Macromedia Contribute Administration

Notes
**Provided by ITSD-DNR Web Section Staff**
Updated December 2005

The Web section staff are administrators of the Web server and have more access to Contribute functions than the Writers and Publishers.

With Contribute in DNR there are three levels of access:

- **Writer** – allowed to create pages, add tables and images, add and edit text with styles set by the Cascading Style Sheet but cannot publish to the Web server.
- **Publisher/Reviewer** – allowed to add or edit text with styles on existing pages only and can publish to the Web server.
- **Administrator** – allowed to create pages, add tables and images, add and edit text with styles and can publish to the Web server.

To use Macromedia Contribute, a connection "key" will be sent from an Administrator to the Writer or to the Reviewer by an attachment through e-mail. By double clicking the attachment, the connection "key" will generate the Contribute Web server connection. Maintainers and Reviewers fill in the blanks similar to what is in the screen below. The password is given through e-mail or verbally from one of the Web section staff.
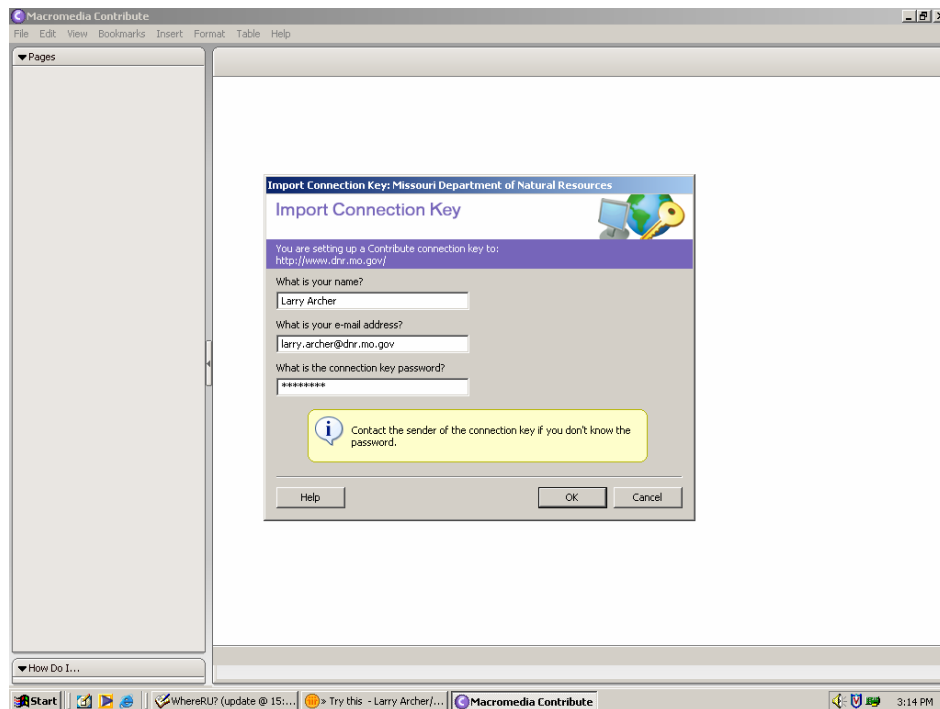
There are three XML files and one JavaScript file that were tweaked for the DNR environment.

- **ccSiteStrings.xml** – change the default text used when e-mailing keys to maintainers.
- **cctoolbars.xml** – takes items off of the toolbars such as the Choose option for finding a folder and file to edit. We make the maintainers "browse" to their page then select Edit Page.
- **ccmenus.xml** – allows the maintainers to perform an F12 for Preview which is similar to Dreamweaver.
- **TableFormats.js** – resets some of the table row and heading text and colors to use our standard color theme. This could also be done with classes in a Cascading Style Sheet.

Here is a copy of our ReadMe.txt file and Install.bat file used for installing Contribute.

Readme file
Log on as user with local admin rights first

1. Install Contribute 3.0 using the "Install Contribute 3.exe" file.
> Use the default install path
> When prompted, choose the 'anyone who uses this computer' option
> Uncheck the option to launch Contribute when install is complete

2. Install Contribute 3.1 update using the "3.1 Update\Contribute_3_1_Updater.msp" file.
> Contribute may launch automatically afterward, if so just close it
>The initial install dialogue may have to be closed manually. This can be done at any time.

3. Uninstall Flashpaper manually Run C:\Program Files\Macromedia\Contribute 3\UninstallFP.exe and yes, it does look like a re-install at first.

4. Run the customize.bat file to add DNR-specific customizations to the program.

5. Log off, and have the customer log on.

6. Launch Contribute and enter the serial number when prompted, it is CTD300-99999-99999-99999.

From this point, the customer should have received guidance on what they need to do.

Web section staff are Debbie Boeckman, Connie Schmidt, Tricia Helton, Paul Schelich and Laura Teasley.

Batch file – run after the Installation of the Updater 3.1
@echo off

copy /y "%0:\..\DNRFiles\welcome.dwt" "C:\Program Files\Macromedia\Contribute 3\Configuration\Content\CCWelcome"

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copy /y "%0:\..\DNRFiles\ccmenus.xml" "C:\Program Files\Macromedia\Contribute
3\Configuration\Menus"

copy /y "%0:\..\DNRFiles\cctoolbars.xml" "C:\Program Files\Macromedia\Contribute
3\Configuration\Toolbars"

copy /y "%0:\..\DNRFiles\ccSiteStrings.xml" "C:\Program Files\Macromedia\Contribute
3\Configuration\Strings"

copy /y "%0:\..\DNRFiles\tableFormats.js" "C:\Program Files\Macromedia\Contribute
3\Configuration\Commands"

echo.
echo So long as there are no error messages above, press any key to close
echo.
pause >nul
```

We uninstall Flashpaper so maintainers create PDF files of documents which is the department standard.

We customized the welcome.dwt file so the Web manager can post announcements and all maintainers will see them.

We edited the profiles for each program to limit access to specific folders and Templates on the Web site.
> General
> Folder/File Access
> Editing
> Styles and Fonts
> New Pages
> File Placement
> Shared Assets
> New Images

We only allow Division Information Officers to be Reviewers who can publish to the Web server.

Writers or Reviewers cannot perform a File, Save As but they can highlight the Content section of the page then perform a File, New and paste the content into a new page. We have buckled down our Site since we have almost 30 maintainers with varying degress of knowledge on Web maintenance.

F12 (preview) created files are placed on the Web server under /_mmtmp folder.

Contribute drafts are placed on the Web server under /_mmwip folder.

Shared Assets have to be set up through Contribute by an Administrator then all maintainers will see the same shared graphics.

There is Manage Sent Drafts in Contribute so Administrators can take control of a draft sent for review and send it to someone else to review and publish for a Writer. However all Writers can Undo Send and then Resend to someone else.
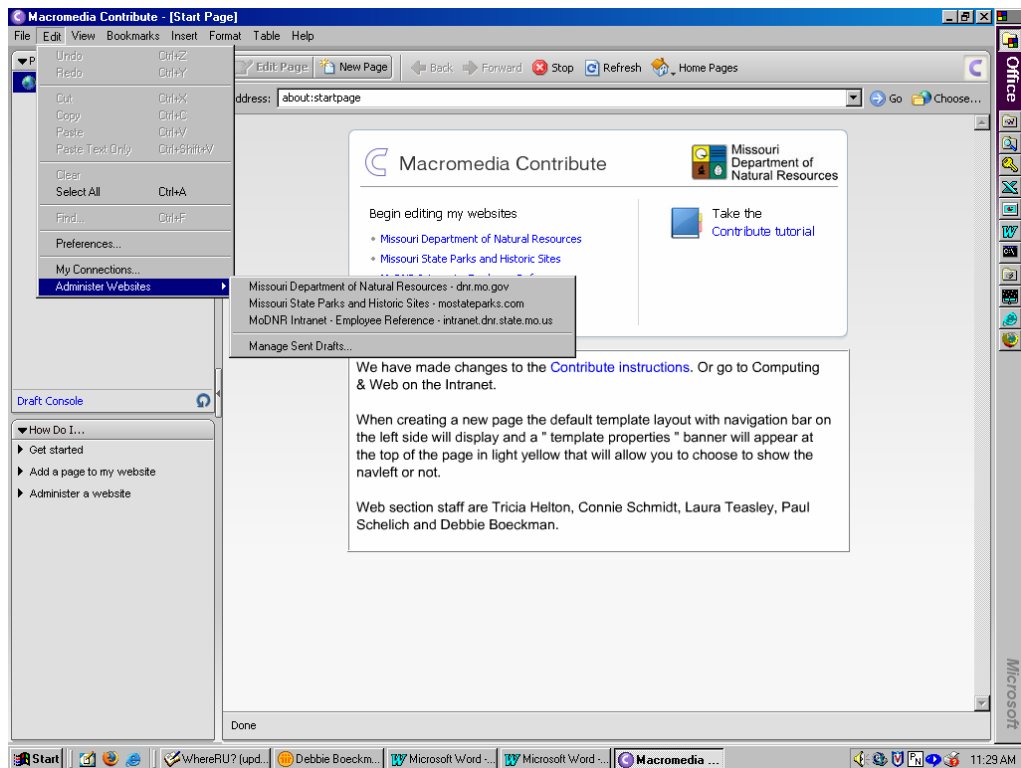
If a maintainer moves from one program to another they have to go into Edit then My Connections and remove the connection so the next person who uses that computer can enable their own connection key.
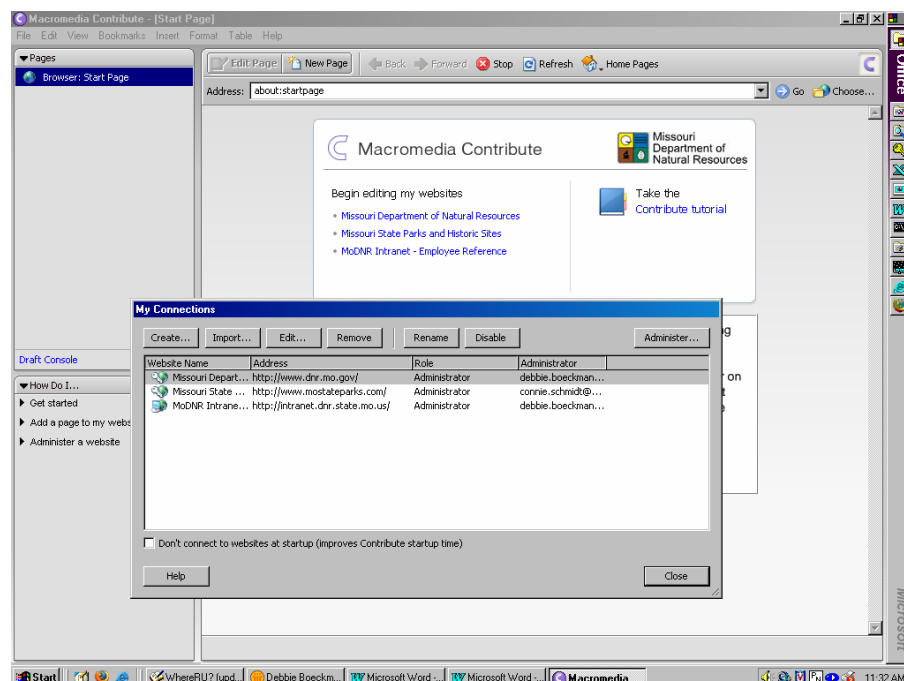
Issues with Contribute:

Site root-relative image tags and link tags are rewritten as document relative links.

Steps to take to override a file checkout.
1. Using Contribute, browse to the page to want to unlock.
2. At the end of the page's URL, apprent the .lck extension to the filename in the Contribute browser such as www.mysite.com/index.htm.lck
3. Contribute display the File Placeholder Page. The File Placeholder Page appears when Contribute Encounters a file type that it can't open. Because the Contribute lock file is of a special type, Contribute cannot display it.
4. Select File > Actions > Delete Page. Note: this menu item is disabled if you do not have permission to delete pages from your Web site.
   The DNR Web environment is set up this one so maintainers cannot delete files from the Web site. The Administrators have to do this. Also all file deletions are done in Dreamweaver so any links to HTML files are noted and updated or removed once a file has been deleted.
5. Click Yes when the alert asks to confirm that you want to delete the file. Another alert appears, warning that you are deleting a special file and asking if you want to proceed.
6. Click Yes to confirm that you want to delete the file. Contribute deletes the lock file and displays the last page you viewed.

Office 97 Word or Excel files will not insert into Contribute. If you have Office 2000 or newer there is an Insert Office Documents menu option.

You cannot click on and edit a Server-Side-Include. You have to type in the Web address of the SSI to edit it.

Maintainers cannot insert SSIs, this has to be done in Dreamweaver.

Maintainers cannot add image maps using Contribute, this has to be done in Dreamweaver.

E-mail or other CGI forms cannot be created in Contribute, this has to be done in Dreamweaver.

Depending on how you have access to the Web server set up not all maintainers have access to the _mm folder. Whether done through Active Directory or through the Contribute profiles this access needs to be granted.